

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Office Manager</u>	Classification Code:	<u>00424600</u>
Salary Range:	<u>Gr. 4424A \$44,647 - \$52,230</u>	Reference Position Number:	<u>2735-10000-0325</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>March 6 – 15, 2013</u>
Division/Section/Unit:	<u>District Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of 4 county locations</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional & Technical Employees Union - Local 808</u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

- | | |
|----------------------------------------------------------|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |

***In certain agencies, bargaining union applicants will receive preferential consideration according to contract

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

Within the District Court's Pre Trial Services Unit, this position will perform a wide variety of high level functions: interview defendants, verify background information, monitor offenders released on bail, refer offenders to community providers and make reasonable attempts to secure placement; prepare written and verbal court reports, provide information to judges, and maintain consistent contact with community providers. This position will be responsible for grant writing, Federal reporting, and any other lateral and/or lower grade level responsibilities.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from a college of recognized standing with a Bachelor's Degree in psychology or related field; a minimum of ten (10) years' experience in clinical case management, clinical intake, and emergency service case management. Must have hands on knowledge of the District Court's processes, procedures and documents. Must be proficient with Microsoft Word, Excel, e-mail, and office calendaring. The candidate must have excellent interpersonal, organizational and communication skills, both oral and written, and be able to work independently and as part of a team. Must also maintain the strictest of confidentiality and exercise discretion in communicating within the Court and with members of the bar and the public.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

Kevin M. Spina
District Court Administrator
1 Dorrance Plaza
Providence, RI 02903
FAX: 401- 458-5230

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)